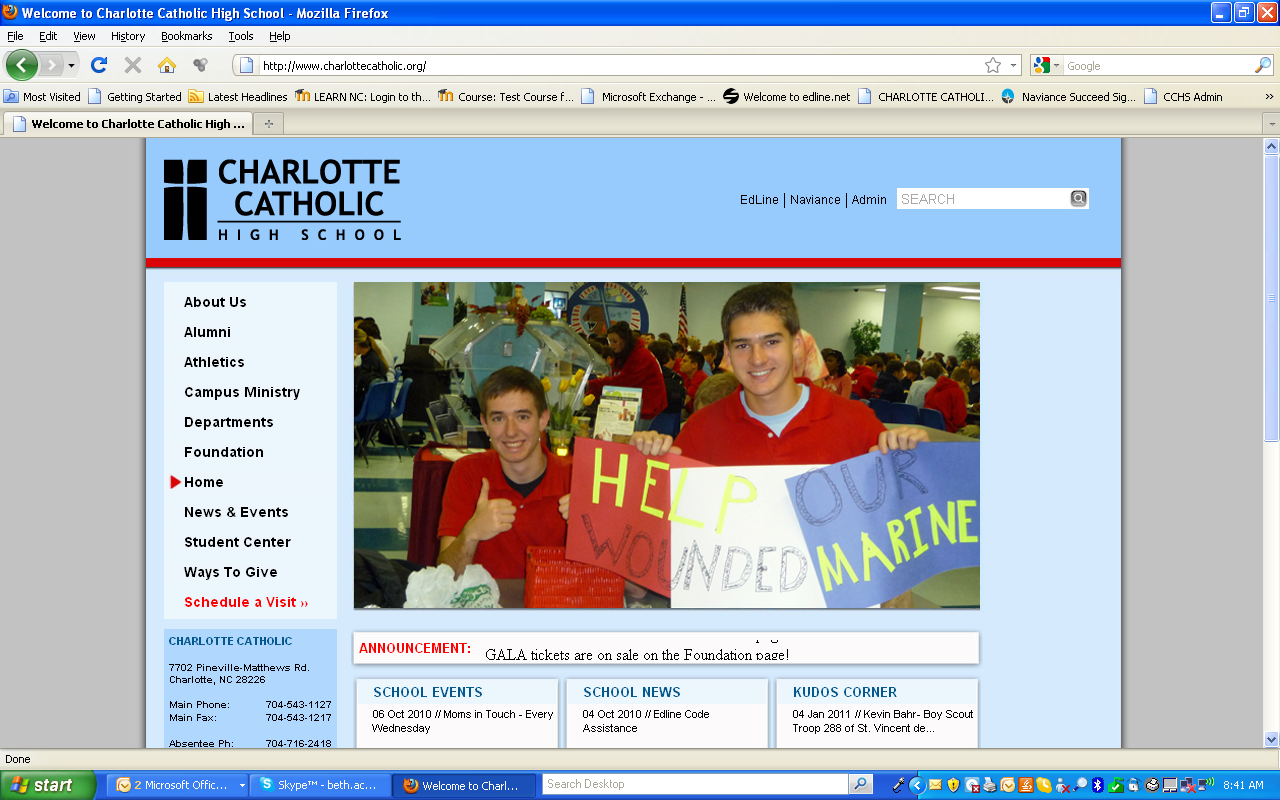
Directions for team schedule/results updating at charlottecatholic.org

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

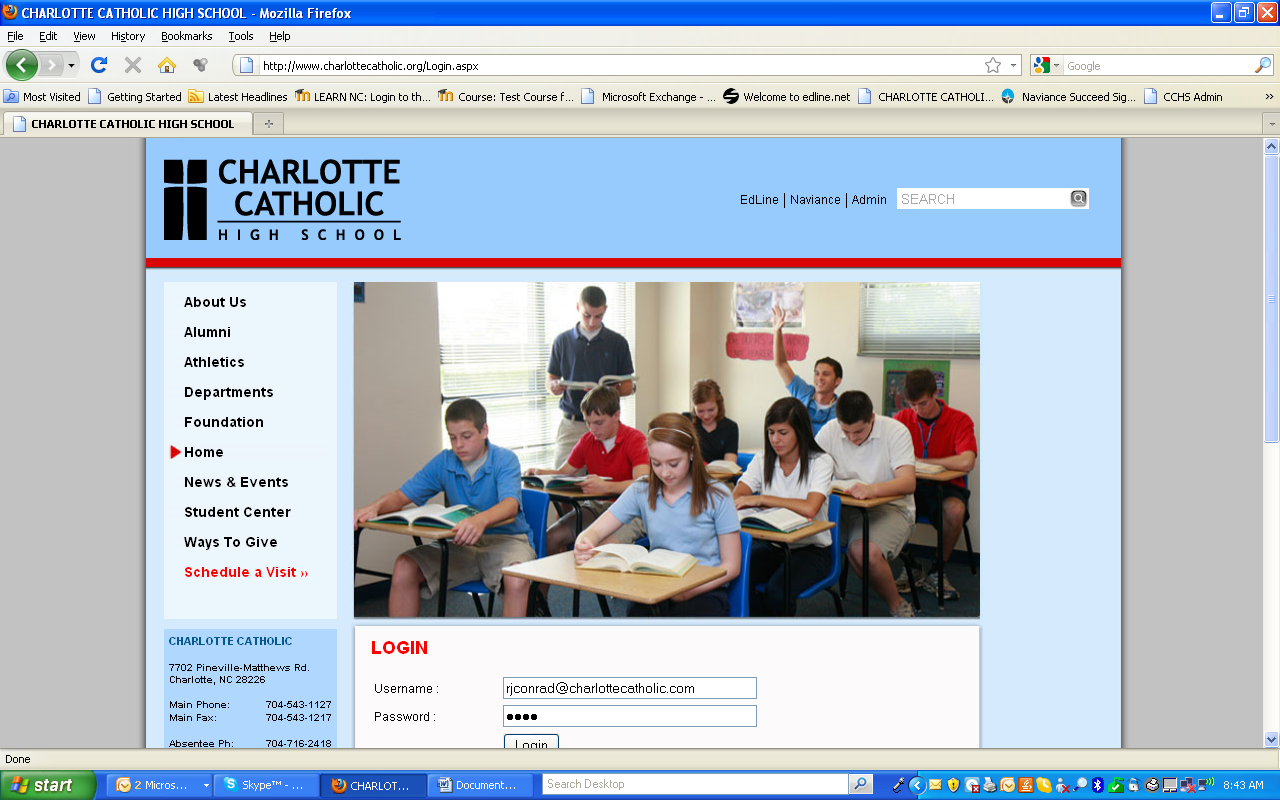
1. Go to <http://www.charlottecatholic.org>
2. Click on the Admin link to the left of the search bar



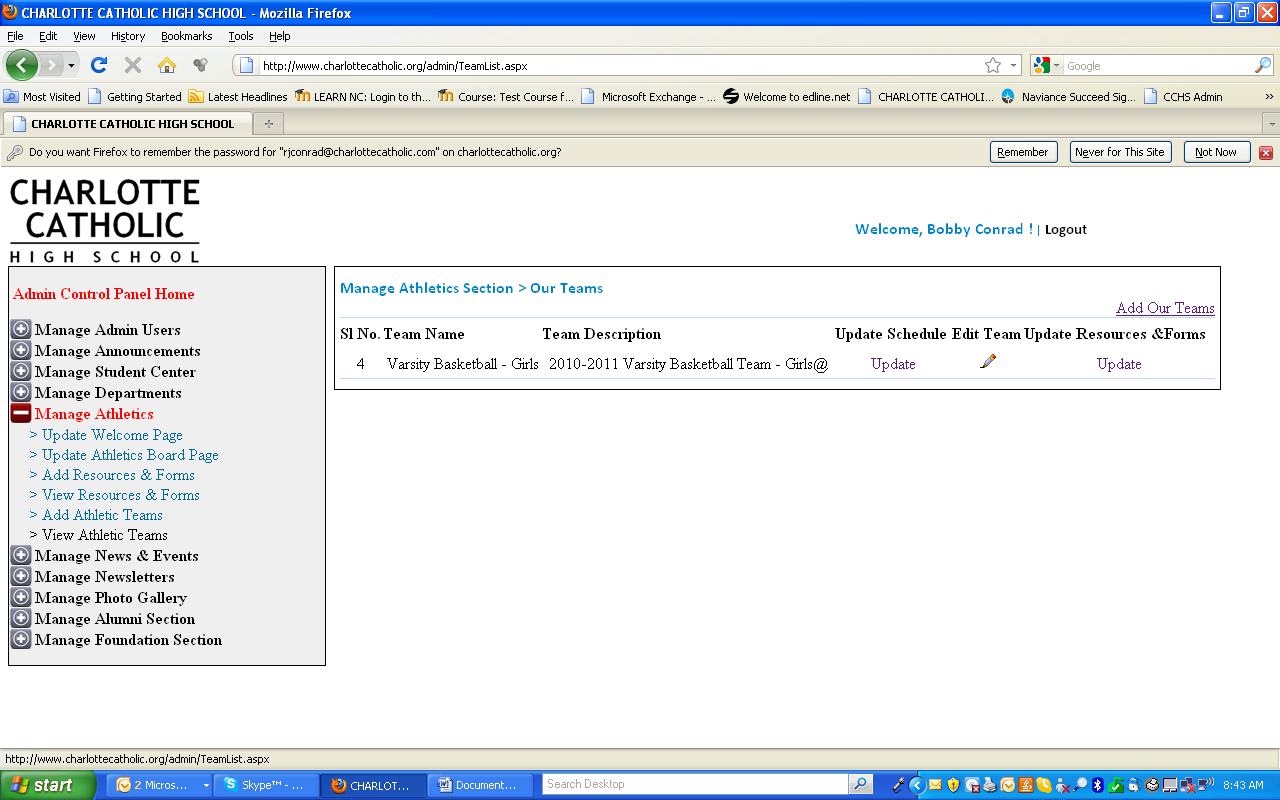
1. At the Admin login screen enter the following credentials for access to your team.

Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

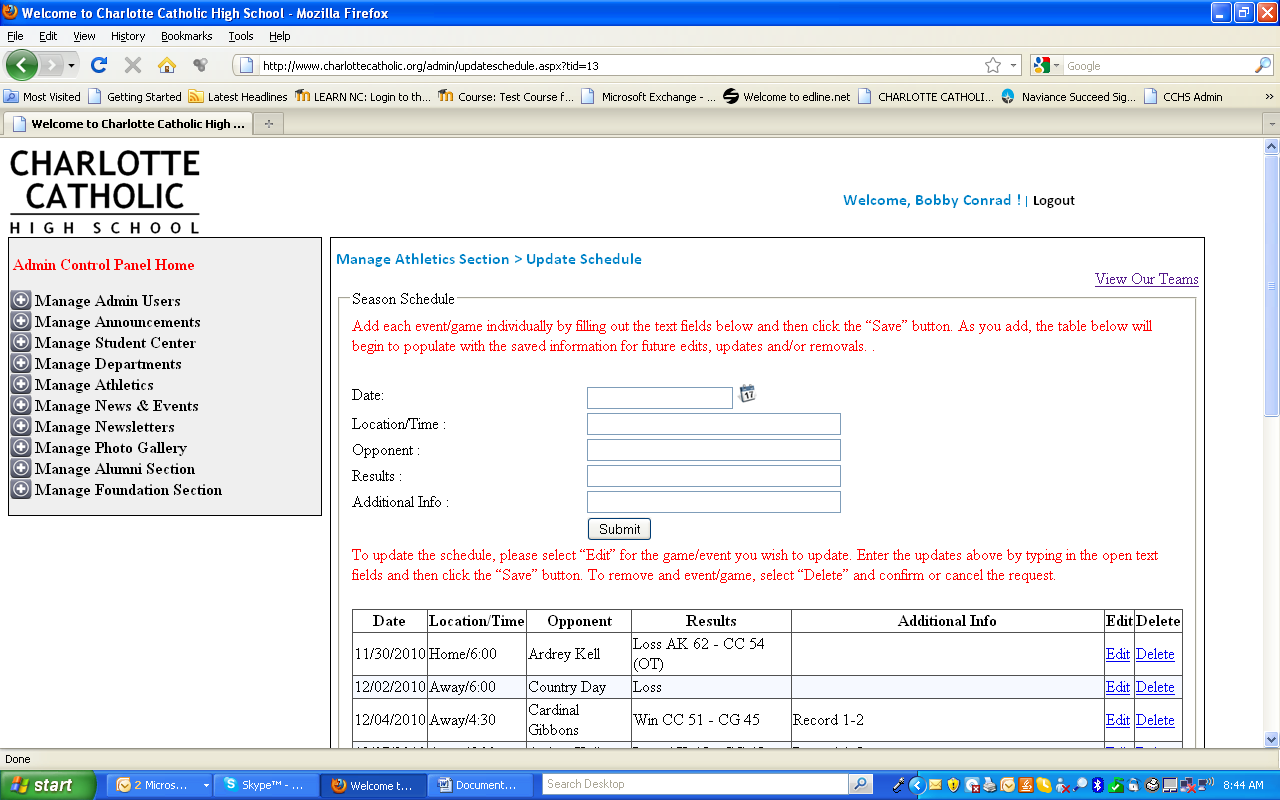


1. Click on the plus sign to the left of the “Manage Athletics” tab located in the left side frame of your window. That frame is titled “Admin Control Panel Home”.
2. Once “Manage Athletics” is expanded, you should click on “**>View Athletic Teams**”.
3. Now you should see the team listed in the Manage Athletic Sections > Our Teams window as shown below.
4. Select Update link under Update Schedule column to add schedule items and update results.



1. At this point you should see a screen similar to the screen shot below.

* If you are entering your schedule for the first time, you will use the empty cells to enter Date, Location, etc. Selecting “submit” will add that item to the schedule.
* If you are updating information on existing entries, scroll to the entry and select the edit or delete option as appropriate.



Please contact Beth at [bvacitelli@charlottecatholic.com](mailto:bvacitelli@charlottecatholic.com) or 704-716-2420 with any questions.